

**Libraries have to be prepared to respond to disasters. A clear and concise plan on how to respond to a disaster is a necessity for all libraries. Each individual library has unique variables that preclude creating a one-size fits all plan. This document is intended to be used as a tool to jump start the disaster planning process at libraries that do not have a plan. The document may also be used as a comparison tool to a current plan that a library may have in place. WebJunction is an excellent source of additional plans and materials and may be found here:**

**<http://www.webjunction.org/do/DisplayContent?id=11514>**

**Many resources were consulted to create this plan. The disaster template found in the book Disaster Planning by Deborah D. Halsted, Richard P. Jasper and Felicia M. Little Neal-Schuman Publishers 2005 was very helpful in creating the template below.**

### **Disaster Planning**

**Listed below are categories of information that may be beneficial to have on hand in the case of an emergency.**

- **List the appropriate information for each of these categories**
  - 1. The Disaster Team**
  - 2. Emergency Contacts**
  - 3. Procedure to Close the Library**
  - 4. Emergency Evacuation Procedures**
  - 5. Communication Equipment t**
  - 6. Disaster Supplies t**
  - 7. Emergency systems t**
  - 8. Plans for Specific Emergencies**
  - 9. Priority List of Collections and Administrative Records**
  - 10. Recovery Services Contacts**
  - 11. Insurance/ Legal Contacts**
- **After you have finished with the plan save each list on a computer and give copies to appropriate staff members. An all staff meeting to discuss the procedures is also a good idea.**

## 1. The Disaster Response Team

<b>Director: insert name</b> Office Phone: <b>insert phone number</b> Home Phone: <b>insert phone number</b> Cell Phone: <b>insert phone number</b>	
<b>Regular Duties</b>	<b>During and After a Disaster</b>
<ul style="list-style-type: none"><li>• Calls regular meetings of the disaster team throughout the year</li><li>• Ensures the disaster plan is updated annually or as needed</li><li>• Creates and maintains a telephone tree so that employees and other important people are notified quickly after disaster strikes</li><li>• Ensures that items on the disaster supply list are available and up-to-date</li><li>• Works with campus, hospital, city, county or company-wide disaster teams to ensure compliance with the bigger picture</li></ul>	<ul style="list-style-type: none"><li>• Maintains direct communication with campus, hospital, city, state, organizational or corporate officials</li><li>• Notifies the disaster team members of imminent danger (begins the telephone tree process)</li><li>• Establishes a command center</li><li>• Ensures methods of communication both inside and outside the library</li><li>• Delegates duties</li><li>• Begins salvage operations after the building is deemed safe by facilities management or local safety officials</li><li>• Oversees overall management of recovery and salvage operations</li><li>• Supervises delivery and installation of equipment</li><li>• Assesses and records damage with other disaster team members</li><li>• Identifies storage space for priority recovery list items</li></ul>

<b>Collections Manager: insert name</b> Office Phone: <b>insert phone number</b> Home Phone: <b>insert phone number</b> Cell Phone: <b>insert phone number</b>	
<b>Regular Duties</b>	<b>During and After a Disaster</b>
<ul style="list-style-type: none"> <li>• Establishes and maintains relationships with recovery companies</li> <li>• Maintains an inventory of the library collections (primarily using the OPAC)</li> <li>• Identifies specific priority collections to be saved or recovered first</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises the staff and volunteers during collection recovery efforts</li> <li>• Assesses damage to the collections</li> <li>• Locates specific priority collections to be saved or recovered first</li> <li>• Determines which items can be recovered in-house and which need to be sent out for recovery</li> <li>• Determines which parts of the damaged collection are not worth recovery efforts</li> <li>• Advises director and accountant on the need of a recovery company if collections need to be dried</li> <li>• Supervises in-house cleaning and drying</li> <li>• Supervises the processing of all damaged materials</li> <li>• Trains staff and volunteers</li> <li>• Prepares a written report of the recovery and/or relocation activities</li> </ul>

<b>Accountant/Bookkeeper : insert name</b> Office Phone: <b>insert phone number</b> Home Phone: <b>insert phone number</b> Cell Phone: <b>insert phone number</b>	
<b>Regular Duties</b>	<b>During and After a Disaster</b>
<ul style="list-style-type: none"> <li>• Establishes and maintains an inventory of library possessions</li> <li>• Ensures insurance coverage is up-to-date</li> </ul>	<ul style="list-style-type: none"> <li>• Tracks and coordinates expenditures</li> <li>• Authorizes temporary staff assignments if needed</li> <li>• Authorizes payment for supplies and services needed</li> <li>• Contacts recovery vendors and services at the request of the disaster team or collections manager</li> <li>• Acts as financial liaison with FEMA, if appropriate</li> <li>• Updates the inventory of library possessions as damaged items are discarded</li> <li>• Maintains a list of possessions sent out for refurbishing, if applicable</li> <li>• Submits insurance claims</li> </ul>

<b>Security Officer : insert name</b> Office Phone: <b>insert phone number</b> Home Phone: <b>insert phone number</b> Cell Phone: <b>insert phone number</b>	
<b>Regular Duties</b>	<b>During and After a Disaster</b>
<ul style="list-style-type: none"> <li>• Creates an evacuation team with representatives from every area of the library</li> <li>• Creates, with the evacuation team, evacuation procedures for the building</li> <li>• Conducts periodic drills, with the disaster team leader</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains communication with campus, city, county, state, federal or other security agencies</li> <li>• Works with outside agencies to ensure the safety of the building, including reentry following the disaster</li> <li>• Maintains internal library security</li> <li>• Maintains security of all exterior doors</li> <li>• Keeps first aid supply stocked</li> </ul>

**Human Resources Representative : insert name**

Office Phone: **insert phone number**

Home Phone: **insert phone number**

Cell Phone: **insert phone number**

**Duties**

- Relocates employees displaced from offices or work spaces
- Arranges for food and drink for recovery workers
- Assists any employee injured in the disaster or during recovery with workman's compensation or insurance claims
- Prepares compensation plan for employees involved in the recovery, if applicable
- Recruits volunteers and ensures they all sign a waiver form
- Enrolls the assistance of the Employee Assistance Program if necessary/available
- Maintains current list of all staff phone numbers for updating the telephone tree.

**Technology Head : insert name**

Office Phone: **insert phone number**

Home Phone: **insert phone number**

Cell Phone: **insert phone number**

**Duties**

- Secures and reestablishes computer network and systems
- Reestablishes telephone connections
- Reestablishes security system
- Removes damaged or destroyed equipment
- Identifies appropriate means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
- Works with accountant in replacement of destroyed equipment

**Public Relations Representative insert name**

Office Phone: **insert phone number**

Home Phone: **insert phone number**

Cell Phone: **insert phone number**

**Duties**

- Keeps the director, disaster team and library staff informed of latest news from outside the library
- Acts as the conduit for public information on the disaster
- Contacts media with library-related announcements, including library closure and reopening
- Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate
- Maintains a photographic record of recovery efforts

**Facilities Manager: insert name**

Office Phone: **insert phone number**

Home Phone: **insert phone number**

Cell Phone: **insert phone number**

**Duties**

- With public safety officers determines when the building is safe for reentry
- Test water supply for contamination
- Restores all utilities (electricity, water, gas)
- Contracts with construction companies for building restoration





## **2. Emergency Contacts**

- Fill in phone numbers.

Police Department: **insert phone number**

Fire Department: **insert phone number**

Ambulance: **insert phone number**

Sewer Department: **insert phone number**

Janitorial Service: **insert phone number**

Locksmith: **insert phone number**

Gas Company: **insert phone number**

Electric Company: **insert phone number**

Water Utility: insert phone number

## **3. Library Closure Procedures**

**Detail your individual procedures.**

**Remember to include clear statements:**

- Giving the ultimate responsibility for declaring the facility closed.
- Naming the person who notifies the media that the library is closed and when it will officially reopen.

#### 4. Emergency Evacuation Procedures

**Detail your individual procedures.**

**Remember to include clear statements:**

- Naming a staff member from each department responsible for evacuating that department and public area.
- List locations of emergency exits.
- Specify gathering place outside.
- Attach copy of floor plan if possible.
- Hold annual evacuation drill

#### 5. Communication Equipment Check List

<input type="checkbox"/> Institutional Cell Phones	<input type="checkbox"/> Two Way Radios
<input type="checkbox"/> Transistor Radios (for news)	<input type="checkbox"/> Weather Radio
<input type="checkbox"/> Public Address System	<input type="checkbox"/> Bull Horn

#### 6. Disaster Supplies for Immediate Response

- **In-house requirements:**

<input type="checkbox"/> Flashlight	<input type="checkbox"/> Bottled Water
<input type="checkbox"/> Mops	<input type="checkbox"/> Buckets
<input type="checkbox"/> Disposable latex gloves	<input type="checkbox"/> Dust masks
<input type="checkbox"/> Disposable Camera	<input type="checkbox"/> Duct Tape
<input type="checkbox"/> Plastic Sheeting	<input type="checkbox"/> Scissors
<input type="checkbox"/> Batteries (replace semi-annually stored outside of flashlight)	<input type="checkbox"/> Large plastic trash can with lid
<input type="checkbox"/> Plastic trash bags to fit can	<input type="checkbox"/> Lysol spray can
Etc.	

## **7. Emergency Systems**

- Create a check list and specify location

### **Main Utilities:**

- sprinkler and water main shut-off valve,
- electrical cut-off switch,
- heating/cooling controls, etc.

### **Fire Suppression Systems:**

- Sprinklers
- Fire alarm pull boxes (indicate on floor plan)
- Smoke and Heat detectors (indicate on floor plan)
- Halon Fire Extinguishers
  - (Labeled clearly according to type)
  - Type A – Wood, paper, combustibles
  - Type B – Gasoline, flammable liquid
  - Type C – Electrical
  - Type ABC – Combination

### **Keys and alarm codes**

- Create a check list and specify location
- Security company phone number

### **First aid kits**

- Create a check list and specify location

### **Nearest evacuation shelter(s)**

- Create a check list and specify location, phone number

## **8. Plans for specific emergencies**

- Fill in specific instructions for particular events
- Fire
- Geographic: earthquake, tornado, hurricane, mud slide, etc.
- Flood/water damage
- Theft
- Dangerous person
- Collection Damage
- Power Outage / Black out
- Civil Defense / Terrorist Attack
- Missing Child
- Child Left at the Library

## 9. Priority List of Collections, Administrative Records and Equipment

- Detail policy and procedure

## 10. Recovery Services Contacts

Conservators/Specialists:

	Organization Name	Contact Information
Paper/Books		
Photographs		
Audiovisual materials		
Computer Records		

## 11. Insurance / Legal Contacts:

Insurance

- Company:
- Agent:
- Policy Number
- (Attach copy of policy):

Legal Advisor:

Counseling Service:

After completing these 11 lists, print copies, and attach separate copies of:

- Floor Plans
- Phone Tree